

Finance Committee Meeting June 9th 2011

The meeting was called to order at 7:10PM. Present were Mr. Zukauskas, Mr. Imberman, Mr. Dowling and Mrs. Spaulding. Guests were selectmen, Mr. Yohalem, and Ms. Tara White.

Minutes for April 14th were reviewed and accepted as read, Mr. Zukauskas 1st, Mr. Dowling 2nd approved unanimously.

Mr. Zukauskas stated that he had received a letter of resignation from Mr. Yohalem who had been elected as selectman. There was some discussion about whether he needed to resign. Mr. Zukauskas made a motion to accept this resignation with deep regret. Mr. Zukauskas 1st, Mr. Dowling 2nd passed with Mr. Imberman opposed.

Mr. Zukauskas then asked Mr. Yohalem if the Personnel Policy had been accepted and was in effect now. Mr. Yohalem stated that it was and that because the highway superintendent's position had been under some critics, that position would be contractual from now on, thus clarifying the salary and overtime issue that he been somewhat of a problem. Mr. Zukauskas stated that under a straight salary overtime was not included; however the giving of a bonus for extraordinary work was not unknown.

Mr. Dowling stated that he hoped that the contract would be clearly and carefully written. Mr. Yohalem stated that the present Highway superintendent had been given a contract this past Tuesday night and that if he accepted it, it would become public knowledge and the Finance Committee would then be able to review it. However, Mr. Yohalem assured the members of the committee that the contract was designed to adhere to the Personnel Policy.

The following accounts were presented to receive money from the Reserve Fund. It was noted that all these accounts were signed by Mr. Skorput the Administrative Assistant and not the appropriate department heads. After some discussion Mr. Zukauskas made a motion that no transfers for funds would be entertained unless that appropriate department head signed the request. The following requests would be acted upon, but in the future the department head needed to sign the request. Mr. Zukauskas 1st, Mr. Dowling 2nd passed unanimously.

Machinery Expense 20428.00 with a balance of \$1754.55 the request for \$100 was made, Mr. Zukauskas 1st, Mrs. Spaulding 2nd, passed unanimously.

Town Hall Account 10192.70 with a balance of \$958.00 a request for \$3,200 to pay current bills was presented. This request resulted in the discussion that this budget was under funded (as stated in the request) and that the Finance Committee had attempted to put a more realistic figure in the 2012 yearly budget, but that request had not been supported by the selectmen. This budget was already over the amount placed in the 2012 budget and the committee decided to take more aggressive action about this budget next year. The request for \$3,200 was passed Mrs. Spaulding 1st, Mr. Dowling 2nd unanimously.

Town Garage Maintenance 20425.00 the roof of the Highway Garage received some weather related damage which is not covered by the builders, nor is it covered under our insurance policy. The present balance in that account is \$1,233.99 (as of May 23rd 2011) the request for \$891.00 was to pay for the repairs. Mr. Zukauskas 1st, Mrs. Spaulding 2nd passed unanimously.

Town Accountant Expenses 101353.03 a request for \$650 was made to cover the expenses of attending a training session in Worcester. The balanced in this account (as of June 6th 2011) was \$34.94. This account would not have needed this transfer however the cost of software service has risen thus depleting this account. Mrs. Spaulding 1st, Mr. Imberman 2nd passed unanimously.

Highway Diesel Account 20422.19 with a balance of \$1,660.39 (as of June 6th 2011) a request for \$4,200 was made. The justification for this amount was the "paying of two (2) outstanding bills totaling 1,000 gallons and one more fill up of 500 gallons". No bills were attached, and the request was not signed by the highway superintendent. This request was denied unanimously.

Mr. Yohalem informed the committee that he had met with all the department heads and requested that they present the selectmen with a five year budget plan by Labor Day. He suggested that the Finance Committee be involved with the review of these plans in the hopes that the Police, Fire, Ambulance and Highway request for vehicles could be organized so that the town would not be faced with large purchases (i.e. Vehicles) all on the same year and that perhaps some monies could be allocated during the year so partly cover some of these expensive vehicles. The Finance Committee would be interested in attending meetings where such matters were discussed.

Mr. Yohalem also requested that when a request made to the Finance Committee was denied the reason for denial should be included. Mrs. Spaulding stated that that reason was included in the minutes, and could be found filed by the secretary to Mr. Skorput. However, Mr. Yohalem stated that those minutes should be attached to the denial, or the reason attached so that the selectmen could easily understand the reasoning behind the denial.

Mr. Yohalem stated that starting in September he hoped to have regular scheduled department head meetings and hope that the Finance Committee would attend these so that they would have a better understanding of the various challenges facing the departments. It was agreed that the committee would attend.

Mr. Yohalem has requested that current Income and Expenses be made available to the selectmen on a regular basis.

A general Informational meeting will be held on Friday June 24th to present the voters with information on the school budget override to be voted on June 27th. If the budget passes in Sheffield June 23rd then the override needs to be passed at our voting or we will have to cut \$193,000 out of our existing budget which is "bare bones" even now. The Finance Committee will attend the June 24th meeting. The committee was saddened that the School Committee had not reviewed their budget and made some cuts.

Mr. Zukauskas reminded the Committee that a general transfer of funds will be needed in the next few weeks. This will take place jointly with the Board of Selectmen. It is imperative that a quorum be present, and that he may not be available, and Mr. Herrick the Vice Chairman will then be in charge, but because of Mr. Yohalem's resignation every other member will be needed

The meeting adjourned at 7:55PM.

Respectively submitted,

Prudence Spaulding,
Secretary.